



**Town of Boylston** Planning Board [planning@boylston-ma.gov](mailto:planning@boylston-ma.gov)  
221 Main Street, Boylston MA 01505 \*\* Telephone (508) 869-6064 \*\* Fax (508) 869-6210

## **SUBMISSION SCHEDULE FOR APPLICATIONS**

The Planning Board meets on the first Monday of every month unless otherwise noted.

Requests to be on the agenda for a meeting must be submitted in writing no later than the Tuesday before the meeting by 2:00 p.m.

All applications for the following must be submitted **three (3)** weeks prior to the meeting to allow sufficient time for review and ad placement if applicable:

Special Permit  
Site Plan Review  
ANR Plan  
Preliminary Subdivision Plan  
Definitive Subdivision

The applicant must submit a completed application with all supporting documents to the Planning Board. It will be stamped by the Town Clerk once it has been reviewed. The applicant must obtain, from the Assessor's Office, a certified abutter's list of abutters within 300 feet of the property if a public hearing is required.

The Town will place the ad in the Telegram and Gazette. The applicant will be responsible for notifying the abutters by certified mail, return receipt and provide proof of notification to the Planning Board with a copy of the Abutter's List.

All applications must be submitted electronically to: [ngardner@boylston-ma.gov](mailto:ngardner@boylston-ma.gov) and paper copies must also be submitted along with the application fee. All plans must be folded, not rolled.